

**SECRET**

08 SEP 1964

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Inspector General

SUBJECT : Review of Cases of Employees Returned from Overseas Short  
of Completion of Tour

25X1 REFERENCE :  Overseas Candidate Review Panel

1. There is an increasing concern about the number of individuals who are being returned from overseas stations prior to completing their tours of duty. We are aware that in some cases problems arise following overseas assignment that are perhaps unavoidable and could not have been anticipated or detected prior to such assignment, regardless of the most careful screening procedures. Because of the great expense and inconvenience to the Agency and to the individuals as well, it is nevertheless of considerable importance that every effort be made to find out by reviewing cases of early returnees the causes of the difficulties involved, with a view to avoiding similar problems in future cases.

25X1 2. I have therefore assigned to the Overseas Candidate Review Panel, established by  the responsibility for reviewing cases of staff employees and staff agents who fail to complete their tours due to adverse factors such as misconduct, inability to adjust, etc., with a view to ascertaining whether there were shortcomings in Agency procedures or deficiencies in the selection of individuals for overseas assignment, and what corrective action, if any, might be taken to avoid similar cases in the future.

3. Although the Panel is usually aware of such cases, it is possible under existing procedures that a given case may fail to come to their attention. It is desired, therefore, that you instruct operating officials under your jurisdiction to bring to the attention of the Overseas Candidate Review Panel all cases in which employees are being or have been returned from overseas short of completion of their tour due to some adverse consideration relating to the employee or one of his dependents. It is believed that the most logical point at which the Panel should be notified is when the station requests that an individual be returned. In any event, the Panel should be notified and receive copies of any documents issued by the Headquarters division or office authorizing the early return of an individual or any of his dependents.

4. After evaluating a case of the type referred to, the Overseas Candidate Review Panel will provide a report thereon to the Director of Personnel. The Director of Personnel will review the findings of the Panel,

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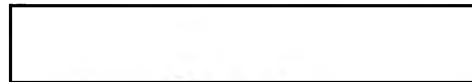
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assuring that the particular case has been or is being appropriately resolved and that, if warranted, the Panel's findings are brought to your attention or the attention of the operating official or head of career service concerned.

5. Your cooperation in this matter will be greatly appreciated.



R. L. Bannerman  
Acting Deputy Director  
for Support

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